

DEPUTY CITY ATTORNEY

Purpose:

To actively support and uphold the City's stated mission and values. To provide a wide range of professional legal services to the Mayor, City Council, City departments and various boards and commissions; to represent the City in litigation; to provide highly complex staff assistance to the City Attorney, and to manage the daily functions of the Civil or Criminal Division of the City Attorney's Office.

Supervision Received and Exercised:

Receives general direction from the City Attorney or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Assist the City Attorney in the operation of the legal department.
- Act for the City Attorney in the City Attorney's absence.
- Participate in the selection, training and evaluation of personnel; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Participate in reviewing and recommending the development and administration of the legal department budget; directing and recommending actions regarding department office equipment, procedures, budget and personnel; monitor and approve expenditures.
- Perform all of the duties of the Assistant City Attorney classification and represent the
 City in the more complex civil litigation in State and Federal court; prepare pleadings,
 substantive and procedural motions, discovery and trial exhibits and filings; try cases
 until dismissed, settled or determined by court or jury.

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Deputy City Attorney (continued)

Recommend goals and objectives; assist in the development of policies and

procedures.

When assigned to the Civil Division:

• Represent the City in State and Federal Appellate court; perform legal research;

prepare appellate briefs and oral arguments.

Assist City departments with personnel issues; represent the City before the merit

board, and in administrative hearings.

Participate in interdepartmental group meetings to draft new ordinances and

amendments to existing City ordinances, draft and review City contracts.

· Advise the Mayor and City Council and City departments on legal questions and

procedures.

Attend and represent the City at meetings and public hearings; attend City Council

Meetings in the absence of the City Attorney.

Draft development and disposition agreement, real property acquisition contracts, and

advise on general real estate transactions.

• Prepare legal opinions on proposals submitted to the City Attorney's office by City

Council, boards and commissions, and departments.

Advise City Clerk's office on legal questions regarding elections.

Coordinate and oversee the development and enhancement of legal research

resources and capabilities.

Serves as faculty of the Tempe Learning Center.

Perform related duties as assigned.

When assigned to the Criminal Division:

Attend pretrial conferences with defendants, defense attorneys and judges.

 Prepare criminal cases for trial; interview witnesses; prepare documents; interview complainants to determine appropriateness of filing criminal charges; try jury and non-

jury cases involving criminal matters.

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- Determine amounts and appropriateness of restitution to be paid by defendant to victims of crimes; monitor compliance with ordered restitution payments; determine terms and conditions of probation; monitor compliance of probation.
- Visit incarcerated defendants to negotiate final dispositions of cases.
- Consult with and advise adult diversion staff; approve all dismissals and re-filings sought by adult diversion staff.
- Establish and maintain effective communication with prosecutorial and judicial colleagues; consult with prosecuting attorneys and law enforcement agencies statewide.
- Consult with and advise police department regarding specific cases and general legal policies; respond to police and other enforcement personnel requests for information; advise police or other enforcement personnel on legal matters and procedures.
- Answer questions and provide information to the public regarding policy, procedure and case information; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Review City violations of zoning, tax, building safety and nuisance ordinances; file criminal cases regarding ordinance violations; advise and coordinate code enforcement practices and procedures relative to violations.
- Research, draft and propose new legislation or changes to existing legislation as required; recommend improvements in state statutes.
- Represent City in appellate matters.
- Appear before legislative committees.
- Participate in calendar call with public defender.
- Respond to requests from the media for information or interviews.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of responsible professional legal experience, preferably in municipal law including trial work and legal research experience.

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Education:

Equivalent to a Juris Doctorate from an accredited law school.

Licenses/Certifications:

Membership in the State Bar of Arizona, District Court Bar and the Court of Appeals Bar.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 034

Status: Exempt / Unclassified